

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

GUIDELINE FOR CONDUCTING A HAZARD ANALYSIS  
CRITICAL CONTROL POINT (HACCP) PLAN REVIEW

Maryland law and regulations require that certain information be provided to the Health Department when a food service facility is being constructed, whether it is a new facility or one that is being remodeled. General requirements for submitting the equipment listing, finish schedules, and other items have been in existence for some time, but regulations enacted in 1991 require new items of information. This guideline will assist you in providing the information needed by the Health Department for evaluating the proposed food handling and preparation procedures to determine potential health risks. **Please keep a copy of this completed packet for your records.**

1. Provide a copy of the menu or a written description of the foods that will be prepared and served.
2. Place an X next to the type of food service system that describes most accurately the system or systems you will use.

- \_\_\_\_\_ Cook    Serve
- \_\_\_\_\_ Cook    Hot Hold    Serve
- \_\_\_\_\_ Cook    Chill    Reheat    Hot Hold    Serve
- \_\_\_\_\_ Cold Hold    Serve
- \_\_\_\_\_ Commercially packaged food only (except beverages)
- \_\_\_\_\_ Other (Please describe: \_\_\_\_\_)

The most accurate description of this facility is:

Fast food _____	Banquet service _____	Grocery _____
Cafeteria _____	Catering on-site _____	Mobile truck/cart _____
Table service _____	Catering off-site _____	Seasonal _____
Delicatessen _____	Hospital/institution _____	Tavern _____
School/college _____		

Facility Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Only food service facilities that are classified by the Health Department as high or moderate priority facilities need to complete the following items.)

3. Using the equipment layout or schedule, show that you will provide the equipment necessary to meet the needs of the food service system you have identified. For example, if you identified cook-chill-reheat-hot-hold-serve as the food service system you will use, you must provide at least:
  1. Cooking equipment
  2. Refrigeration equipment
  3. Equipment to chill hot food rapidly
  4. Steam table or other hot hold equipment
4. Provide a functional flow plan showing how the food will flow from the time it is received until it is sold. This should show the relationship of work areas to storage areas and to traffic aisles, the sequence of production, handling of soiled equipment and dishes, separation of dirty areas from clean areas, and how you will prevent cross-contamination between raw food areas and cooked food areas (see pages 4 and 5).
5. The Health Department will identify which of your menu foods are frequently involved in outbreaks of a foodborne disease. It is important that you analyze carefully how you will prepare and handle these foods. For these identified foods, you must submit to the Health Department the most important steps (the critical control points) in preparing these foods to demonstrate that you are making every effort to ensure that these high-risk foods are safe to eat. Critical control points generally include cooking, chilling, reheating, and hot-holding; other steps may be included, depending on the food.

You must submit a written plan that describes each critical control point for the identified foods and that shows how you will ensure that the steps in the plan are performed properly (see attached examples on pages 4 through 9).

6. You must submit written procedures showing what you will do if employee error, equipment malfunction, or power failure causes a critical control point to be done incorrectly (see page 10).

Example: You cook a 20-lb. beef roast overnight in a low-temperature oven that automatically cycles to a hot-holding mode. During the night, the electrical power is cut off for six hours and then is turned back on.

How do you know that the power has been off?

What will you do with the roast?

Example: The cook makes a mistake when he reheats the vegetable beef soup, which was left over from yesterday, by warming it only to 120°F before placing it on the steam table.

What would you do with the soup?

7. You must develop a written procedure that describes how you will train a new employee on the critical control point procedures and how to monitor them.
8. When you open for business, the written procedures for controlling and monitoring the critical control points for each identified food must be readily available in the food preparation area, and accessible to employee.

AUTHORITY: Health-General Article §21-321, Annotated Code of Maryland.

Regulation: COMAR 10.15.03.16 Food Service Facilities

Foods That Have Been Identified as

Frequent Vehicles of Foodborne Disease

Seafood	Meat
raw or lightly cooked fish, shellfish, or crustaceans	roast beef
	ham
Unpasteurized eggs	pork
raw or lightly cooked eggs, egg sauces, meringue	beef gravy
homemade ice cream	beef stew/soup
rice pudding	
homemade mayonnaise	
	Rice
Combination Salads	cooked rice
potato, chicken, tuna and other meats	
macaroni	
Poultry	Soup and Gravy
turkey	
chicken	Chinese Foods
stuffing/dressing	cooked rice
	egg roll
Mexican Foods	
rice	
beans	
ground meat filling	

H.A.C.C.P. PROGRAM-MENU MANUAL  
GROUND BEEF CHILI

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Cook ground beef to a minimum temperature of 155°F for 15 seconds.
HOLDING PRODUCT	Hold at a minimum of 140°F.
COOLING PRODUCT	The chili must cool from 140°F to 70°F within 2 hours and must cool below 45°F within an additional 4 hours. Refrigerate <b>uncovered</b> in shallow pans where the food depth is no deeper than 3 inches, or break the chili down into units that are small enough to allow the chili to cool to the proper temperature within the above time limits. Cover after cooling below 45°F.
REHEATING PRODUCT	Reheat to a minimum temperature of 165°F for 15 seconds within 2 hours.
HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
COOKED EGGS

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Whole raw eggs are an extremely hazardous product and must be cooked to a minimum temperature of 145°F for 15 seconds. Raw eggs should not be broken and poured into a large container to be used for scrambled eggs or omelets. It is suggested that pasteurized eggs be used when large quantities of scrambled eggs and/or omelets are made.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
COOKED EGGS

COOLING PRODUCT	The eggs must cool from 140°F to 70°F within 2 hours and must cool below 45°F within an additional 4 hours.
REHEATING PRODUCT	Reheat to a minimum of 165°F for 15 seconds.

H.A.C.C.P. PROGRAM-MENU MANUAL  
RICE

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Heat to a minimum of 145°F for 15 seconds.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.
COOLING PRODUCT	Cool from 140°F to 70°F within 2 hours and cool to below 45°F within an additional 4 hours. Cool under running water to stop the cooking process. Refrigerate <b>uncovered</b> in shallow pans where the product depth is no deeper than 3 inches. Cover after cooling to 45°F.
REHEATING PRODUCT	Reheat to a minimum of 165°F for 15 seconds.

H.A.C.C.P. PROGRAM-MENU MANUAL  
THICK SOUPS

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Heat to a minimum of 145°F. for 15 seconds.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
THICK SOUPS

COOLING PRODUCT	The soup must cool from 140°F to 70°F within 2 hours and must cool to below 45°F within an additional 4 hours. Pour product into shallow containers where the food depth is no deeper than 3 inches. Refrigerate <b>uncovered</b> . Cover after cooling below 45°F. Another cooling method is an ice bath. The proper method for ice bathing is to place the soup container in a larger container that is filled with an ice and water mixture to above the level of the soup. Stir the product frequently to promote even and rapid cooling; add ice to the water bath as needed. Cool in ice bath to 45° F then cover and refrigerate.
REHEATING PRODUCT	Reheat to a minimum of 165°F for 15 seconds.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
THIN SOUPS

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	The soup must be cooked to a minimum of 145°F for 15 seconds.
COOLING PRODUCT	The soup must cool from 140°F to 70°F within 2 hours and must cool to below 45°F within an additional 4 hours. Pour into shallow containers where food depth is no deeper than 3 inches. Refrigerate <b>uncovered</b> . Cover after cooling below 45°F. Another cooling method is an ice bath. The proper method for ice bathing is to place the soup container in a larger container that is filled with an ice and water mixture to above the level of the soup. Stir the product frequently to promote even and rapid cooling; add ice to the water bath as needed. Cool in ice bath to 45°F then cover and refrigerate.
REHEATING PRODUCT	Reheat rapidly to a minimum of 165°F for 15 seconds within 2 hours.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
SALADS OF COLD MEAT, POULTRY, AND SEAFOOD

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	165°F for at least 15 seconds. Poultry Stuffed Foods
COOKING CHART	Texturally-altered Foods (Purees, etc.)  155°F for at least 15 seconds. Pork Ground Beef Comminuted Meats & Fish <i>Comminuted</i> means reduced in size by methods including chopping, flaking, grinding, or mincing (EX: sausage, scrapple, gefilte fish, gyros).  145°F Whole Beef, Fish & Seafood Eggs (for immediate service)  All products must then be pre-chilled to 45°F before mixing. Mayonnaise or salad dressing should be refrigerated to a maximum temperature of 45°F before preparation. Cans of tuna should be refrigerated at or below 45°F when the tuna will be used in salad. The product must not reach temperatures above 55°F during preparation.
COOLING PRODUCT	The salad must be cooled below 45°F within 4 hours. Refrigerate in shallow pans uncovered with the food no deeper than 3 inches; or use any other approved cooling method. Cover after cooling below 45°F.
HOT HOLDING PRODUCT	Hold at or below 45°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
BEEF

Note: This does not include ground beef which must be cooked to a minimum of 155°F for 15 seconds.

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Cook to a minimum temperature of 145°F for 15 seconds unless otherwise specified.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.
COOLING PRODUCT	The product must cool from 140°F to 70°F within 2 hours and must cool to below 45°F within an additional 4 hours. Larger portions of roast must be broken down into 5 pound portions in order to cool rapidly. Panned portions must be refrigerated in shallow pans uncovered where food depth is no deeper than 3 inches. Cover after cooling below 45°F.
REHEATING PRODUCT	Reheat rapidly to a minimum of 165°F for 15 seconds within 2 hours.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
POULTRY

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	Heat to a minimum internal temperature of 165°F for 15 seconds.
COOLING PRODUCT	Cool from 140°F to 70°F within 2 hours and to below 45°F within an additional 4 hours. Larger portions of roast must be broken down into 5 pound portions in order to cool rapidly. Panned portions must be refrigerated uncovered in shallow pans where the food depth is no deeper than 3 inches. Cover after cooling below 45°F.



H.C.C.C.P. PROGRAM-MENU MANUAL  
POULTRY

REHEATING PRODUCT within 2 hours.	Reheat to a minimum of 165°F for 15 seconds
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

H.A.C.C.P. PROGRAM-MENU MANUAL  
PORK PRODUCTS

<b>Critical Control Point</b>	<b>Preparation</b>
COOKING PRODUCT	The meat must be cooked to a minimum internal temperature of 155°F for 15 seconds.
COOLING PRODUCT	The product must cool from 140°F to 70°F within 2 hours and must cool to below 45°F within an additional 4 hours. Larger portions of roasts must be broken down into 5 pound portions in order to cool rapidly. Panned portions must be refrigerated uncovered in shallow pans where the food depth is no deeper than 3 inches. Cover after cooling below 45°F.
REHEATING PRODUCT	Reheat to a minimum internal temperature of 165°F for 15 seconds within 2 hours.
HOT HOLDING PRODUCT	Hold at a minimum of 140°F.

## HACCP Plan Form

Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

Food Item: Potato Salad

**Flow diagram of descriptive narrative of the food preparation steps:**

Cook Potatoes → Cool Potatoes (CCP 1) → Mix ingredients (CCP 2) →  
Cold Hold (CCP 3) → Serve

### HACCP Chart

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>
1. Cool potatoes to an internal temperature of 140°F – 70°F or less within 2 hours, and to 45°F or less within an additional 4 hours.	Monitor temperature hourly.	Discard product.	Walk-in Refrigerator
2. Mix using pre-chilled ingredients. Rapidly re-chill food after preparation if greater than 45°F.	Monitor food temperature every 30 minutes.	Discard food if the internal temperature is greater than 45°F for more than 4 hours.	Reach- in refrigerator
3. Cold hold at 45°F or less.	Monitor food temperature hourly on display. Monitor indicating thermometer on walk-in every 6 hours.	Discard food if the internal temperature is greater than 45°F for more than 4 hours.	Salad Bar, Walk-in refrigerator.

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Equipment Utilized</b>